Preparing for SY 14-15
Meal Status and IC FRAM

The data import of meal status from your food service POS system needs to be updated each school year. It's very important that the sequence be properly followed

Meal Status & IC FRAM

- Numerous federal and state reports (including SEEK) utilize meal status from Infinite Campus

- Meal Status originates from your Food Service POS system and is synchronized with Infinite Campus on a regular basis

[1] Those not affected will be districts who are full Community Eligibility Provision (CEP) and any district who is using Infinite Campus as their POS

Numerous federal and state reports utilize meal status from Campus, which is the system of record. For all districts not using Infinite Campus as their POS and full CEP districts – the meal status must be imported from the food service POS.

Ready! Set! Go!

1. Stop the POS import in IC

2. Roll forward your POS for SY 14-15

3. Change the year to 14-15 in the IC data import mapping

4. Turn the data synchronization back on between your POS and IC

Four easy steps to update your IC settings for POS data import
1. Stop POS import in IC
2. Roll the food service POS forward for SY 14-15
3. Change the year to 14-15 in your IC data import mapping
4. Turn the data synch back on in IC

Let's discuss the steps in further detail

Launch Date

July 1, 2014

By July 1, 2014 you must **stop** the SY 13-14 import mapping or your SY 14-15 data may be corrupted in IC.

The data import mapping must be updated by July 1, 2014

Why? If you allow the POS to import meal status from the prior year into the current school year – this corrupts the data in IC for the prior year

Stop the POS Import

Stop the scheduled imports by placing "**" in front of Host IP address after the last day of school for students

FRAM>Eligibility Import Wizard>Scheduled Imports

Data Import Detail		
Active	*Import Name	
☑	12-13 POS Import	
*Eligibility Import Mapping		
POS Import ▼		
*User Name		*Password
jsmith	Place double asterisks here	●●●●●●
*Protocol	*Host	Domain
SMB ▼	**10.1.123.456	Kentucky
*Directory Path		
//Imports/IC		The file name in this directory path must start with IC_Eligibility.
Frequency Type	Frequency	Scheduled Day *Scheduled Time
◉ Daily	▼	▼ 01:00 AM ▼
○ Weekly		
○ Monthly		
	Test Connection Test Import Run Import	

Begin by stopping the data import after the last day of school for students. The easiest means is to place double asterisks in the Scheduled Imports tool for the host IP address– then click "Save".

Roll Forward - POS System

✓ The food service director should roll the POS system forward into SY 14-15

✓ Any meal status from the POS should then reflect SY 14-15

✓ Food Service Director should notify IT staff person responsible for Scheduled Imports when this is complete

Food Service will roll their POS system into SY 14-15, preparing to process applications beginning July 1. When that is finished, Food Service should notify the KSIS contact that the POS is ready for SY 14-15
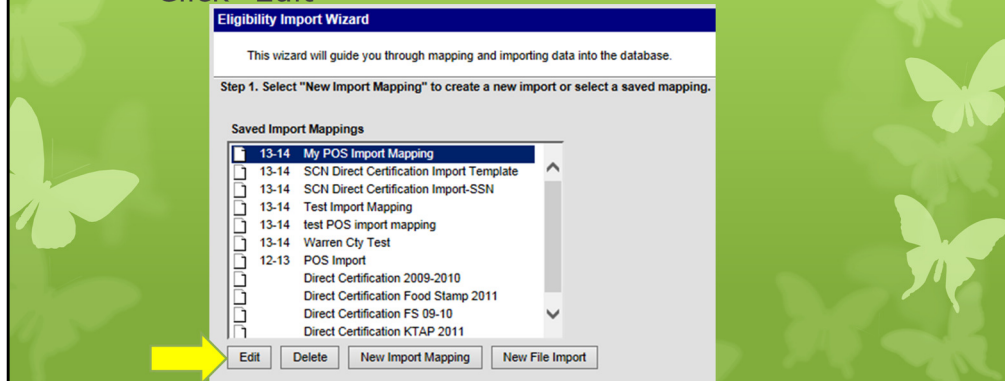
The Eligibility Import Wizard should be updated for SY 14-15. To do this:
- Navigate to FRAM>Eligibility Import Wizard.
- Select the current data import mapping and click "Edit".

Under "School Year" select 14-15. To save your changes either import a POS data extract file **or** click "Continue" if you have an existing file on the server.

Question: Will I need to update any other values for the POS data import mapping?
No, not if you are keeping your same POS system. The data values you mapped for the POS import file in SY 13-14 should remain the same.

Finally, remove the double asterisks and click "Test Connection" to ensure the import is working properly. If you changed servers then the IP address may need to be changed under "Host". Click "Save"

Checklist

✓ Verify your data synchronization has been stopped **before** any rollover with the POS system

✓ After the POS rollover re-start the scheduled import process

✓ Check the scheduled import tool log file on a monthly basis

✓ Compare free, reduced and paid counts from the FRAM Eligibility report to the POS system; investigate any large differences

Here is a brief checklist of items that should be done during the POS data import update process. POS file import should be checked at least on a monthly basis to ensure it's working properly.

Help!

- ❖ Contact Brad Blunt (brad.blunt@education.ky.gov) or 502-564-5625, ext. 4932

- ❖ Access Campus Community (https://id.infinitecampus.com/) for technical manuals

- ❖ Submit a support ticket to Campus

Resources are shown on this slide if any further assistance is needed